

Activating a lien and paying the fee

Modifications have been made to the existing **Division of Workers' Compensation [public information case search function](#)** to add the capability to search for and select a lien to pay.

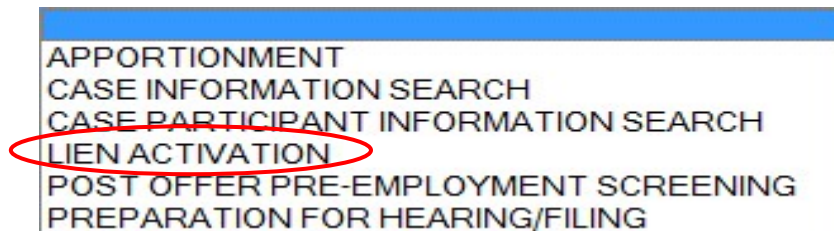
Payment amount due is automatically calculated according to the lien filing date.

1. Launch the public search tool. The **requestor information capture** screen is displayed.



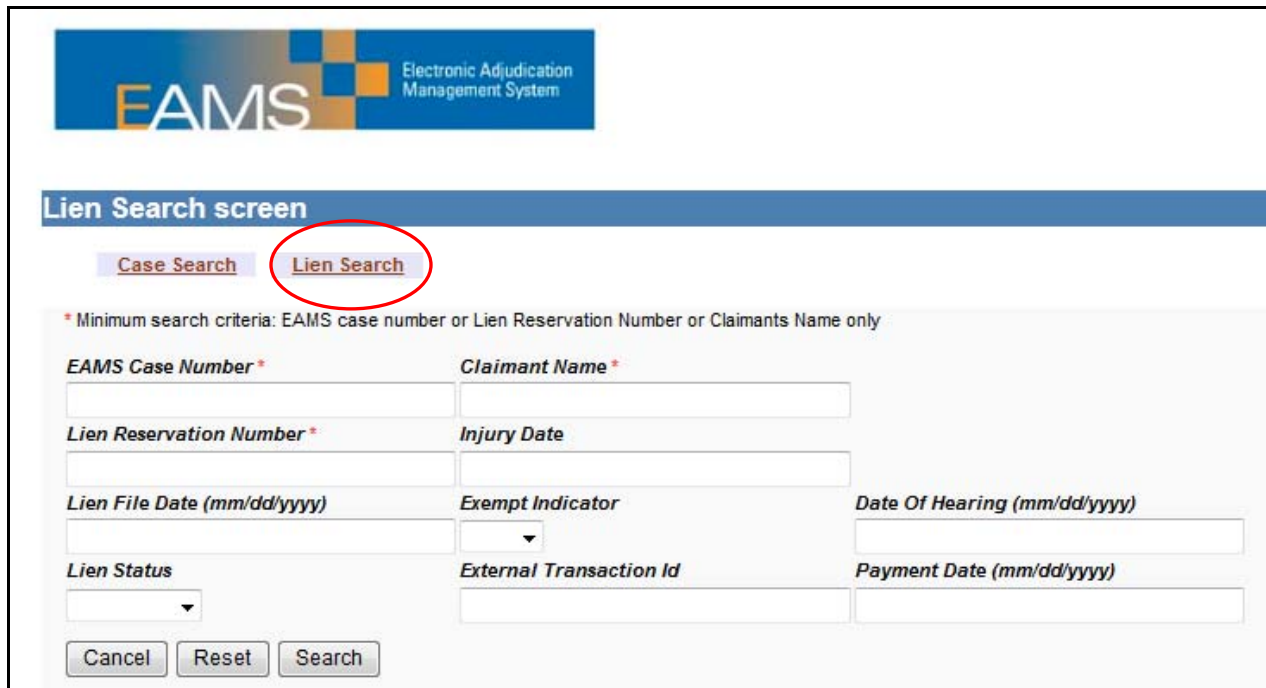
The image shows a web form titled "Requestor information capture". It includes a header bar with the title. Below the header, there is a note: "*=required field" and "The Division of Workers' Compensation retains one year of records for those requesting information through this search function." The form contains several input fields: "First name *" and "Last name *" (text boxes), "Uniform assigned name (UAN--if applicable)" (text box), "Email address *" (text box), and "Reason for search *" (dropdown menu). At the bottom of the form are three buttons: "Cancel", "Reset", and "Next". Below the form is a blue footer bar with links: "Back to Top", "Help", "Contact Us", "Site Map", and "Disclaimer". At the very bottom, there is a copyright notice: "Conditions of Use | Privacy Policy" and "Copyright © 2010 State of California".

2. Enter the required identifying information and select lien activation under 'Reason for search' drop-down menu. Click Next.



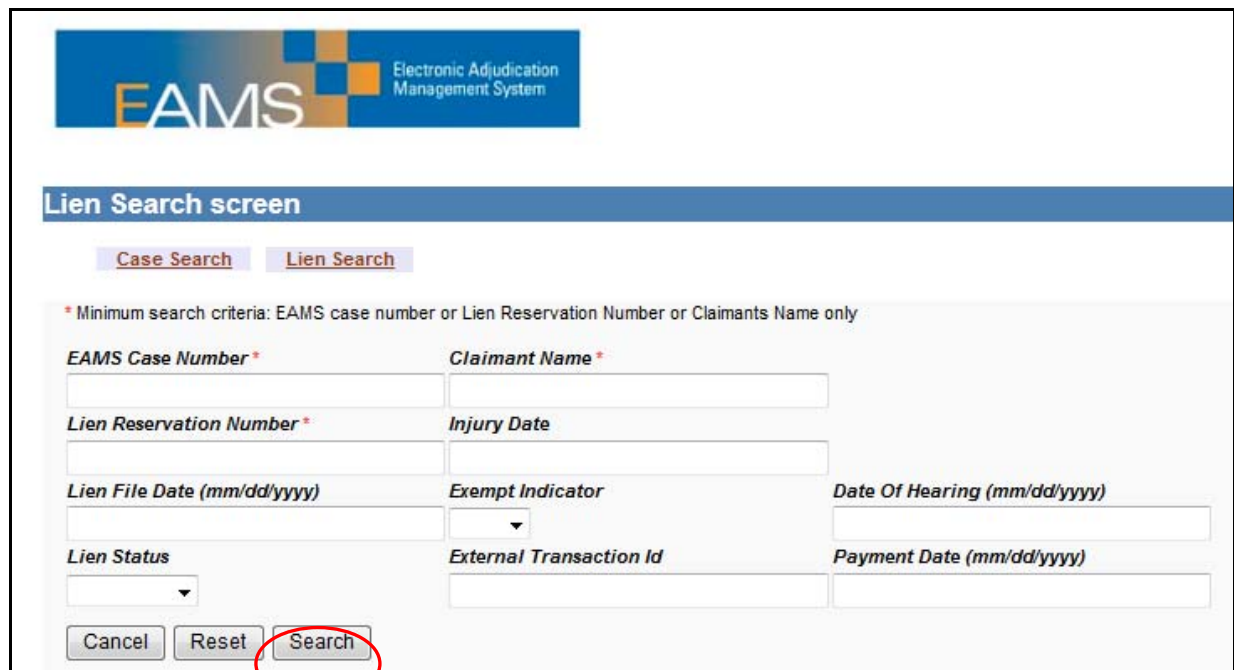
The image shows a dropdown menu with the following options: "APPORTIONMENT", "CASE INFORMATION SEARCH", "CASE PARTICIPANT INFORMATION SEARCH", "LIEN ACTIVATION", "POST OFFER PRE-EMPLOYMENT SCREENING", and "PREPARATION FOR HEARING/FILING". The "LIEN ACTIVATION" option is circled in red.

3. The injured worker search screen is displayed. Lien search tab is selected.



The screenshot shows the EAMS (Electronic Adjudication Management System) interface. At the top, the EAMS logo and name are displayed. Below the header, the title "Lien Search screen" is shown. Two tabs are visible: "Case Search" and "Lien Search", with "Lien Search" being the active tab, highlighted by a red circle. Below the tabs, a note states: "* Minimum search criteria: EAMS case number or Lien Reservation Number or Claimants Name only". The search form contains several fields: "EAMS Case Number*", "Claimant Name*", "Lien Reservation Number*", "Injury Date", "Lien File Date (mm/dd/yyyy)", "Exempt Indicator" (a dropdown menu), "Date Of Hearing (mm/dd/yyyy)", "Lien Status" (a dropdown menu), "External Transaction Id", and "Payment Date (mm/dd/yyyy)". At the bottom of the form are three buttons: "Cancel", "Reset", and "Search".

4. On the **lien search** screen, fill in at least one of the required fields (EAMS case number, claimant name (or organization), or lien reservation number) and any of the other optional fields. Click **search**.



This screenshot shows the same EAMS Lien Search screen as the previous one. The "Lien Search" tab is still selected. The search form fields are the same. However, the "Search" button at the bottom right of the form is now highlighted with a red circle, indicating the next step in the process.

5. Search results display in the lower part of the screen. Select the lien to activate and click **pay** to proceed to payment.

Search result

Case Number	Lien Reservation No.	Claimant Name	Lien File Date	Lien Status	Lien Amount	Payment Date	Payment Amount	
ADJ128002104	0000000589	HARTFORD NEURO DIAGNOSTICS	01-12-2013	INACTIVE	200			Pay
ADJ128002104	0000000590	HARTFORD NEURO DIAGNOSTICS	01-12-2013	INACTIVE	200			Pay
ADJ128002104	0000000591	HARTFORD NEURO DIAGNOSTICS	01-12-2013	INACTIVE	200			Pay
ADJ128002104	0000000592	HARTFORD NEURO DIAGNOSTICS	01-12-2013	INACTIVE	200			Pay

The case number, lien reservation number and payment amount due are passed to the lien fee payment website.

The lien fee payment website displays a form for the lien filer to enter payment information. Once payment has been successfully completed, the **pay** button no longer appears. The '**ACTIVE**' status, a grayed out **paid** button, **payment date** and **payment amount** are displayed.

ADJ128002104	0000000669	HARTFORD NEURO DIAGNOSTICS	05-16-2011	INACTIVE	200			Pay
ADJ128002104	0000000670	HARTFORD NEURO DIAGNOSTICS	05-16-2011	INACTIVE	200			Pay
ADJ128002104	0000000671	HARTFORD NEURO DIAGNOSTICS	05-16-2011	INACTIVE	200			Pay
ADJ128002104	0000000672	HARTFORD NEURO DIAGNOSTICS	05-16-2011	INACTIVE	200			Pay
ADJ128002104	0000000673	HARTFORD NEURO DIAGNOSTICS	05-16-2011	ACTIVE	200	12-20-2012	100	Paid
ADJ128002104	0000000674	HARTFORD NEURO DIAGNOSTICS	05-16-2011	INACTIVE	200			Pay

The lien fee payment website displays a confirmation of the lien being paid and the amount due as well as a form for payment information entry.

Review Your Order

You are paying case reference #:
ADJ128002104






You are paying lien reservation #:
0000000863

Total Amount: USD 100.00

[Return to DEV Public Search First Data payment](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number
     

Expiry Date(MMY)






\$100 is due →

*(lien activation
fee for lien
filed prior to
Jan. 1, 2013)*

The case number, lien reservation number and payment amount due are passed to the lien fee payment website automatically when it is called from E-form and the public search tool.

Pay With Your Credit Card

Cardholder Name

Credit Card Number
     

Expiry Date(MMY)

1. Enter payment information and click **Pay With Your Credit Card**.

The lien fee payment website attempts to authorize payment. If payment is not authorized, then a failure message is displayed; try again (or abandon). If the payment is authorized successfully, then the EAMS confirmation page is displayed. Print the confirmation page, if desired.

Example: Public search – payment success

Division of Workers' Compensation - Workers' compensation court public information search



Thank you, your payment has been successfully processed. Please record the following information.

Please allow a minimum of two (2) hours for your payment to be reflected in the Public Search tool. Thank you.

Case #: ADJ80000
Lien #: 0000000473
Amount: 100.00
First Data transaction #: 1311119
First Data Status: Transaction has been approved
Date : Thu Dec 27 08:26:49 PST 2012

Click [here](#) to return to the application.

Example: Public search – payment failure

Division of Workers' Compensation - Workers' compensation court public information search



WARNING: YOUR PAYMENT HAS NOT BEEN PROCESSED. Please investigate the following information.

Case #: ADJ80000
Lien #: 0000000473
Amount: 100.00
First Data transaction #: 1311446
First Data Status: Transaction has been declined
Date : Thu Dec 27 09:10:20 PST 2012

Click [here](#) to return to the application.